# Post-Background Check Pre-Adverse Action Notification

Red text denotes a field that needs to be changed by the user.

[Date]

[Applicant Name]  
[Street Address]  
[City, State ZIP]

Dear [Job Applicant],

Enclosed is a consumer report that we requested in connection with your application for employment with [Company Name]. In accordance with the federal Fair Credit Reporting Act (FCRA), enclosed is also a copy of your rights under the FCRA.

Based on the contents of this consumer report and our hiring criteria, we have made a preliminary decision to no longer have you for further employment consideration for the position applied for.

In addition, you have the right to dispute the accuracy of the information contained in this report by directly contacting the consumer agency. Please note that the consumer agency did not make this employment decision and cannot give specific reasons for it.

The name, address, and telephone number of the consumer agency that provided the report are as follows:

[Name, address, and telephone number of the consumer agency]

If we do not hear from you within five (5) business days from the date of this letter of notice, our preliminary decision will become final. After this decision becomes final, you will have sixty (60) days to get an additional free report from the reporting company.

Sincerely,

[President / Office Manager / HR Representative]

Enclosures:

Copy of Consumer Report

FCRA Notice of Rights

**Legal Disclaimer:** The materials and information available at this website are for informational purposes only, are not for the purpose of providing legal advice, and may not be relied upon as legal advice.  The employees of Complete Payroll are not licensed attorneys. This information and all HR Support Center materials are provided pursuant to and in compliance with federal and state statutes.  It does not encompass other regulations that may exist, including, but not limited, to local ordinances. The transmission of documents or information through the HR Support Center does not create an attorney-client relationship.  Complete Payroll makes no representations as to the accuracy, completeness, currentness, suitability, or validity of the information on this website and does not adopt any information contained on this website as its own. All information is provided on an as-is basis.  Please consult HR On-Demand or an attorney to obtain advice with respect to any particular question or issue.